

Association for Practical and Professional Ethics Twentieth Annual Meeting
Shipping Information

What to send:

1. **Please send one copy of each title for display.**
2. **If you have a featured author who is on the program at the Annual Meeting please send two additional copies of the featured title.** This allows the highest visibility of your book and author - one copy to be with your purchased display table, one copy on the "Featured Authors" table and one copy that travels to the featured presentation. (If you are not sure whether you have a featured author, please contact Mary Ellen Ulmet: marywill@indiana.edu.)
3. **Order forms. DO NOT FORGET ORDER FORMS!** If your books are coming from a fulfillment house, send approximately 200 order forms directly from **your office** to the address below. This is a problem every year. Attendees will purchase your materials using order forms...

**WE CAN'T GET YOU BOOK ORDERS
WITHOUT HAVING ORDER FORMS!**

4. **Optional:** Posters, self-standing table top displays, catalogs, fliers – anything that will draw attention to your display and help promote your programs and products.

Delivery Window: Boxes should arrive at the hotel **no earlier than Monday, February 28 and no later than Wednesday, March 2, 2010.**

The hotel has strict shipping directions. I include a template using Avery 5664 shipping labels or boxes should be labeled exactly as follows:

Hilton Cincinnati Netherland Plaza Hotel

Attn: Mary Ellen Ulmet
Association for Practical and Professional Ethics
Annual Meeting March 4 - March 7

35 West Fifth Street
Cincinnati, Ohio 45202

Box #1 of _____

Please contact me with any questions: Mary Ulmet marywill@indiana.edu or 812-855-6450

NO MATERIALS WILL BE RETURNED WITHOUT PRIOR ARRANGEMENT

To: Hilton Cincinnati
Netherland Plaza Hotel

**Attn: Mary Ellen Ulmet
Association for Practical and
Professional Ethics Annual
Meeting March 3 - March 6**

35 West Fifth Street
Cincinnati, Ohio 45202

Box #1 of _____

To: Hilton Cincinnati
Netherland Plaza Hotel

**Attn: Mary Ellen Ulmet
Association for Practical and
Professional Ethics Annual
Meeting March 3 - March 6**

35 West Fifth Street
Cincinnati, Ohio 45202

Box #2 of _____

To: Hilton Cincinnati
Netherland Plaza Hotel

**Attn: Mary Ellen Ulmet
Association for Practical and
Professional Ethics Annual
Meeting March 3 - March 6**

35 West Fifth Street
Cincinnati, Ohio 45202

Box #3 of _____

To: Hilton Cincinnati
Netherland Plaza Hotel

**Attn: Mary Ellen Ulmet
Association for Practical and
Professional Ethics Annual
Meeting March 3 - March 6**

35 West Fifth Street
Cincinnati, Ohio 45202

Box #4 of _____

To: Hilton Cincinnati
Netherland Plaza Hotel

**Attn: Mary Ellen Ulmet
Association for Practical and
Professional Ethics Annual
Meeting March 3 - March 6**

35 West Fifth Street
Cincinnati, Ohio 45202

Box #5 of _____

To: Hilton Cincinnati
Netherland Plaza Hotel

**Attn: Mary Ellen Ulmet
Association for Practical and
Professional Ethics Annual
Meeting March 3 - March 6**

35 West Fifth Street
Cincinnati, Ohio 45202

Box #6 of _____